

# SAFEbuilt Master Plan Submittal Process and Checklist

## Initial submittal of master plan for review:

- 2 sets of complete construction plans for the model/plan, including all possible options. If decks or patio covers are options, plans must indicate the structural details of these features.
- 2 copies of reports showing 2009 International Energy Code compliance via a ResCheck or Energy Rater Report showing worst-case scenario for the model/plan.
- 2 sets of Manual J and Manual D calculations
- 1 copy of a cover sheet indicating contact information (phone, mailing address, e-mail address, etc.) and outlining detailed square footage breakdown of all options.

**\*NOTE\*** If this initial master plan is proposed to be submitted for a building permit on a specific lot site, in addition to the above information, please submit the following:

- Completed permit application with a description of specific options to be built
- 2 sets of site specific engineer-stamped foundation plans
- 2 plot plans meeting town plot plan requirements – All cantilevers/decks/patio covers/covered porches proposed for the specific build must be shown on the plot plan.

Upon completion of the Master Plan review, red-lined master plans, a master plan option sheet and subsequent submittal form will be returned to the applicant. The red-lined master plans must be available on-site for all inspections of this model. It is recommended that the builder make a COLOR COPY of the approved red-lined master plans (all pages and attachments) in order to avoid full plan review fees if plans are lost.

Please note the following important information:

*Basement finishes cannot be master-planned. If a basement finish is proposed during construction of a new home under the same-as permit process, 2 sets of basement finish plans must be submitted with the same-as requirements listed above.*

*All options must be constructed and inspected under the initial inspection process. Any options added after rough inspections will require a separate permit.*

All future permit submittals for homes built under the approved master plan must follow the "Same-As" submittal process (see page 2).